

SUBJECT	ISSUED BY	EFFECTIVE DATE
PUBLIC WORKS UNIFORM POLICY	CITY COUNCIL	JUNE 6, 2005

POLICY STATEMENT:

The City of Burlingame desires to uniform its employees in the Public Works Department to encourage safety and help citizens in the community to identify city employees. This policy is to help accomplish that goal at a minimal cost without sacrificing safety to the employees or the citizens of the community.

Uniform Acquisition

The City Administrator or his/her appointee will purchase the uniforms for the Public Works Department.

Use of Uniforms

All employees in the Public Works Department shall wear the City approved uniforms while on duty. This includes regular time, overtime and during call-outs after normal working hours.

If the employee does not have an approved uniform available, he/she can obtain permission from his/her supervisor to wear other items to work. During inclement weather, the employee may wear optional clothing over the City's uniform to counter act the weather. This may include, but is not limited to sweatshirts, rain gear, or snow suits. The supervisor reserves the right to reject clothing that may not be appropriate. Final authority rests with the City Administrator regarding all clothing.

Uniforms to be Provided

The City will provide the following to all full time employees:

- 6 short sleeve t-shirts;
- 1 long sleeve shirt;
- 6 pairs of pants;
- 1 coat;
- 1 pair of boots; and
- 1 dress shirt.

The City will provide the following to all part time employees as determined by the City Administrator:

- 3 short sleeve t-shirts; and
- 1 long sleeve shirt.

Replacement of Uniforms

Any employee desiring to have a piece of his/her uniform replaced must bring it into the City Administrator for approval. If approved the City Administrator shall cause to be purchased the appropriate piece or pieces of the employee's uniform. The decision to replace portions of the uniform rests entirely with the City Administrator.

Employee Participation

All full time employees will have \$7.00 per pay period deducted from their paychecks to help pay for the uniforms and replacements. Part time employees will not have anything deducted from their paychecks.

Violation of this Policy

Any employee violating this policy may be disciplined by his/her supervisor and/or the City Administrator and/or the City Council.

Approved By: _____

William Kraus, Mayor